



SFPD 4.16 (New 08/19/02)

## **Certification of School Site Net Usable Acres for the Critically Overcrowded School Program (AB 16)**

### **GENERAL INSTRUCTIONS**

The SFPD 4.16 form is to be used to certify the net usable acres for each school site requested by a district to be used as a “source school” in the Critically Overcrowded School (COS) program established in AB 16 (Hertzberg). The SFPD 4.16 is a spreadsheet that calculates the school site density, as expressed in the number of students per usable acre, based on the number of net usable acres inputted by the district and the 2001 California Basic Educational Data Systems (CBEDS) enrollment specified in AB 16. If you believe there is an error in your district’s CBEDS information, please contact your district’s CBEDS administrator.

The SFPD 4.16 is available at: [www.cde.ca.gov/facilities/field/forms.htm](http://www.cde.ca.gov/facilities/field/forms.htm).

To use the SFPD 4.16 form, enter the net usable acres for each school that the district proposes to use as a “source school.” Print directly from the source file so that the column headers and the certification contained in the footer are included. Sign each page and mail to the School Facility Planning Division (SFPD) at:

School Facility Planning Division  
660 J Street Suite 350  
Sacramento, CA 95814

Districts are also requested to e-mail the completed spreadsheet to the SFPD at [fyeager@cde.ca.gov](mailto:fyeager@cde.ca.gov).

The SFPD will compile all certified SFPD 4.16 forms into a list that will be posted on the SFPD web page on November 6, 2002. Inclusion on the list will allow a district to submit a COS application to the Office of Public School Construction (OPSC).

Districts may still submit information to the SFPD up to the May 1, 2003, statutory deadline to apply for the COS program. However, information submitted to the SFPD after March 28, 2003, cannot be guaranteed to be processed in time to be made available to the OPSC by the May 1, 2003, statutory deadline.

### **TIMELINE FOR SUBMISSION OF NET USABLE ACRES**

September 27, 2002	Certified net usable acres due to SFPD in hardcopy and electronic copy.
October 18, 2002	SFPD posts compiled list.
October 25, 2002	Last day to add or make changes to the compiled list for guaranteed inclusion on the November 6, 2002 list.
November 6, 2002	List of certified net usable acres posted on SFPD web page
March 28, 2003	Last day to add to or make changes to the certified list of net usable acres for guaranteed inclusion on list to be used by OPSC.
May 1, 2003	Last day to submit COS application to OPSC.

## SPECIFIC INSTRUCTIONS

### Columns 1-4—CDS Code (County and District, School)

These columns contain the unique 14 digit CDS identifier and the county, district and school name. **Do not make changes in these columns.**

### Column 5—Type of School

This column shows the type of school as reported in the 2001 CBEDS. **Do not make changes in this column.**

### Column 6—Net Usable Acres

**This is the only data that needs to be entered by the district.** Report “net usable acres” up to four decimal points.

For purposes of the Critically Overcrowded School Program, “net usable acres” shall not include:

- 1) Land rendered useless due to cuts, steep hills, gullies, creek beds, large rock outcroppings, wetlands, land in flood/inundation areas, or other topographic impediments.
- 2) Land in easements that cannot be used for school functions, areas in the public right of way, required or agreed upon setbacks, and mitigation areas.

If a district has a formal joint use agreement with a city/county/park district, the joint-use land that is available for school use shall be included in the determination of net usable acres.

Do not submit diagrams, calculations or other documents showing the usable acres but retain such information in the district’s files.

The above definition of non-usable acres is not all inclusive. For questions regarding the definition of “net usable acres,” please contact:

Kent Van Gelder  
(909) 790-7241  
[kvangeld@cde.ca.gov](mailto:kvangeld@cde.ca.gov)

or

John Dominguez  
(916) 323-0575  
[jdomingu@cde.ca.gov](mailto:jdomingu@cde.ca.gov)

For approximately 60% of the schools a number is already entered in the “Net Usable Acres” column. **These numbers are unofficial and uncertified.** These numbers were compiled by the SFPD from a variety of sources and were used in the Legislature’s development of AB 16. These numbers are provided to districts as guidance only, and districts must still certify the number of net usable acres in order for a school to be eligible to be considered a “source school”.

Columns 7-9—2001-02 CBEDS

These columns contain the K-6, 7-12 and total enrollment for each school. AB 16 specifies that 2001 CBEDS enrollment be used for determining school site density for the COS program. **Do not make changes in these columns.**

For purposes of the COS program, “elementary ungraded” enrollment is included in a school’s kindergarten-sixth grade enrollment and “ungraded secondary” is included in a school’s seventh-twelfth grade enrollment. If the district believes the reported CBEDS is incorrect, please contact the district’s CBEDS coordinator. The SFPD will report only the official information provided by CBEDS.

Column 10—School Site Density

This is the calculation of density derived by dividing total enrollment by the certified net usable acres. **Do not make changes in this column.**

Column 11—COS Threshold

This column identifies the density threshold to determine if the school is qualified as a “source school.” AB 16 specifies the qualifying density for “source schools” as more than 115 students per acre for kindergarten to sixth grade schools and more than 90 students per acre for seventh to twelfth grade schools. AB 16 also specifies that in “source schools” that include a combination of kindergarten to sixth grade enrollment and seventh to twelfth grade enrollment, inclusive, the controlling source school site pupil population density shall be the one applicable to the grade level in which the majority of the pupils are enrolled at the source school. **Do not make changes in this column.**